



**Constitution
And
Rules**

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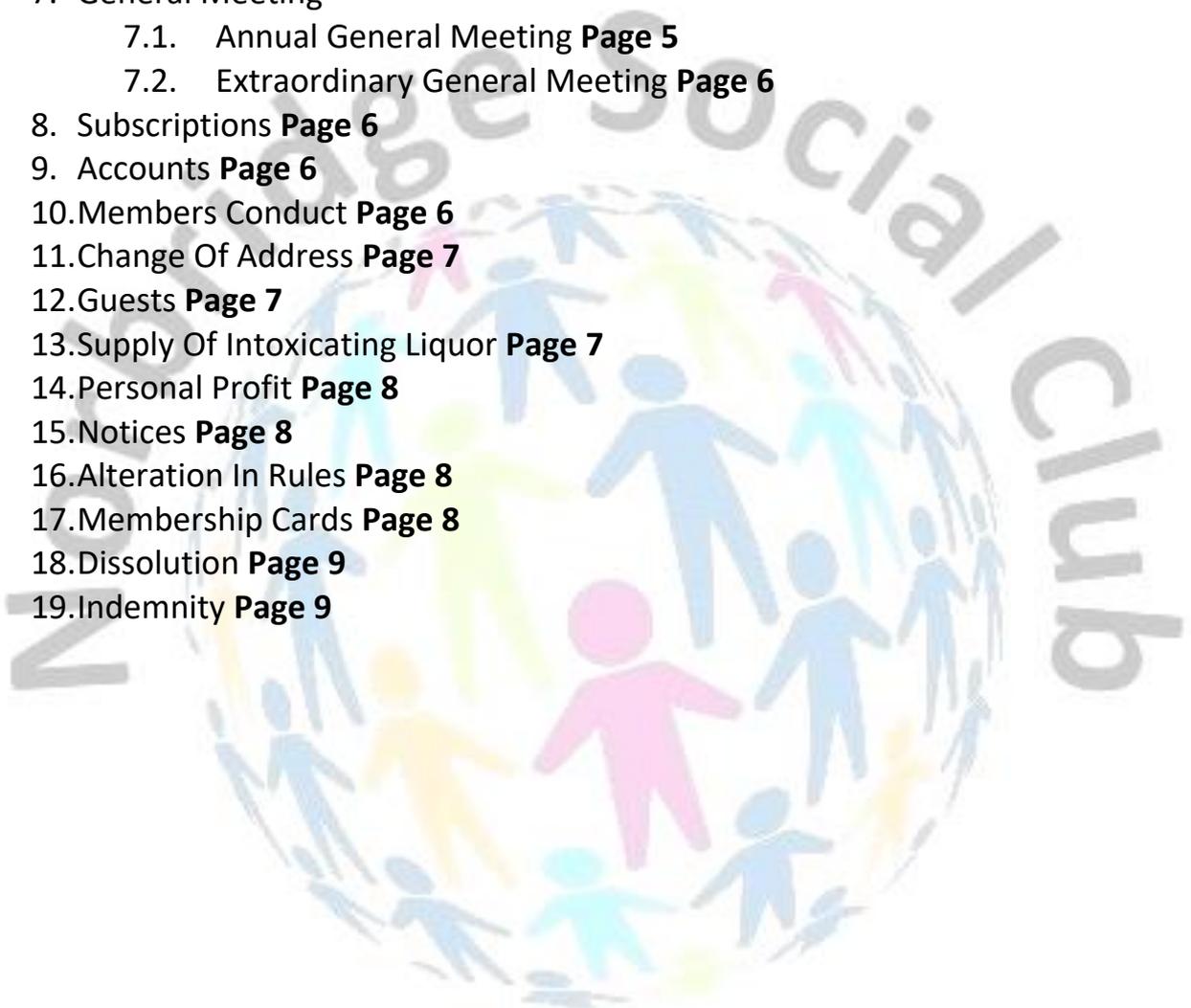
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Constitution and Rules Of The Norbridge Social Club

In this constitution the following words have the following meanings:

“Ordinary Resolution”

A simple majority of the members present at an AGM, EGM, or Committee (as the case may be), and entitled to vote, and shall be the normal resolution in the absence of express stipulation in this Constitution to the contrary.

“Special Resolution”

Means a majority of 75% of the members present at an AGM, EGM or Committee (as the case may be), and entitled to vote.

“AGM”

Annual General Meeting of the club held every year in accordance with Rule 7.1.

“EGM”

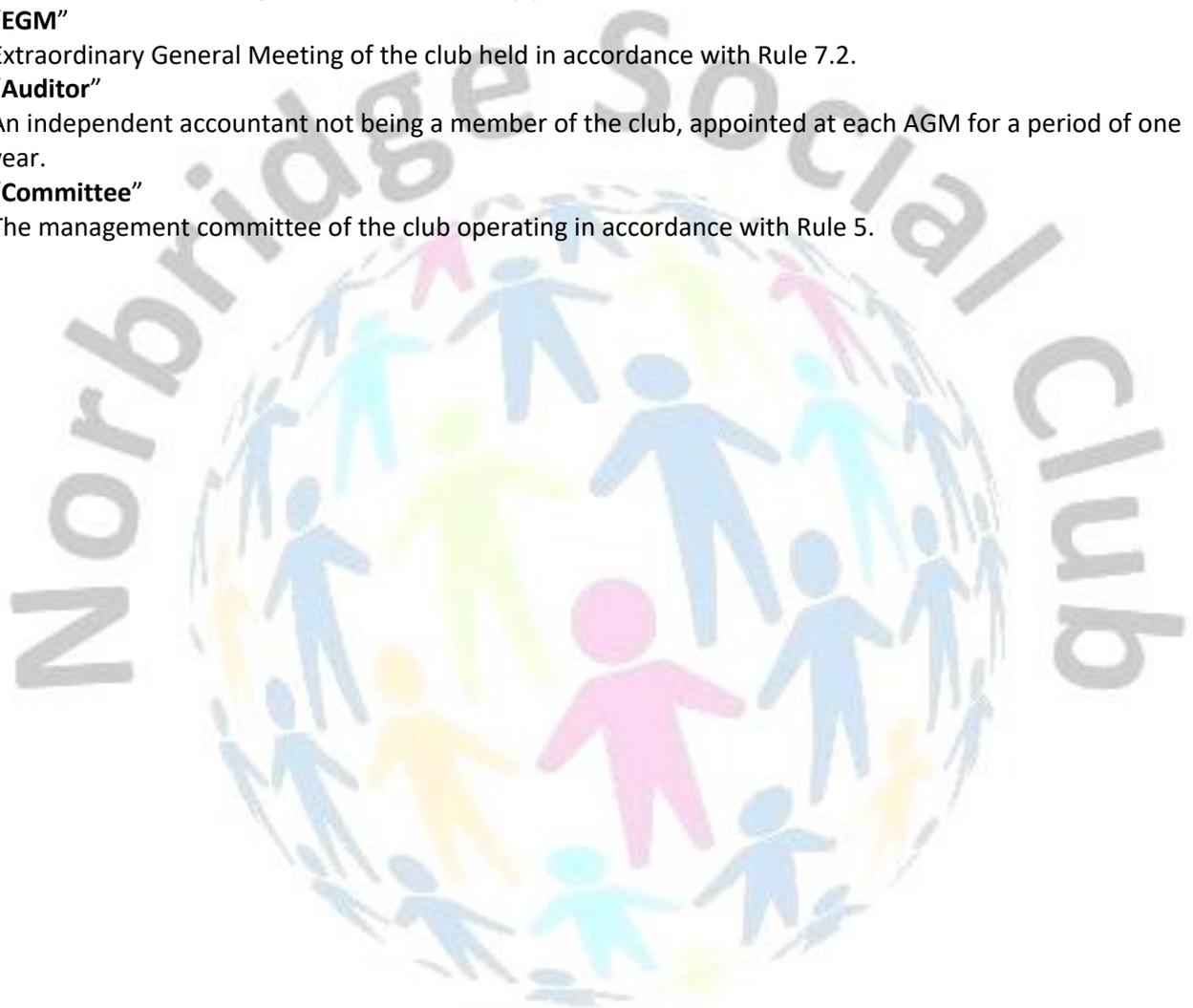
Extraordinary General Meeting of the club held in accordance with Rule 7.2.

“Auditor”

An independent accountant not being a member of the club, appointed at each AGM for a period of one year.

“Committee”

The management committee of the club operating in accordance with Rule 5.



1. Name

With effect from and including 27th February 1985 the name of the club shall be the “**Norbridge Social Club**”, and the premises of the club shall be at 415 Norwich Road, Ipswich, Suffolk.

2. Objects

The objects of the club shall be to provide social and recreational facilities for the benefits of its members.

3. Membership

3.1. Membership of the club shall be open to persons of sexes of the age of 18 or over, irrespective of political affiliations, nationality, race, or religious persuasion.

3.2. Every candidate for membership must be proposed by an existing member of the club.

3.3. The *Committee* may elect persons to membership of the club, and shall have the power to refuse to elect persons to membership without assigning any reasons therefore.

3.4. The *Committee* shall in their sole discretion be at liberty to appoint honorary life membership to any individual who would otherwise be entitled to become a member.

3.5. Membership shall be deemed to commence on the receipt by the candidate of a membership card, club rules, and the payment by the candidate of his annual subscription.

3.6. No rejected candidate may be nominated again until the expiration of three months of their rejection.

3.7. The Secretary shall keep a register of members, and enter in it names and addresses of all persons who are or become members.

3.8. Members shall cease to be a member:

3.8.1. If they give the secretary written notice of resignation of their membership.

3.8.2. If they fail to pay any subscription by 31st January in any year whether or not tendered thereafter.

3.8.3. If the member having committed some act or be guilty of behaviour inconsistent of membership of the club, injurious to its reputation or shall have committed serious criminal offence, and the *Committee* resolves by an *Ordinary Resolution* to remove them from membership.

3.9. Subject to Rule 8.4 each member shall be entitled to one vote upon each and every resolution.

4. Officers

4.1. The Officers of the club shall be a President, Chairman, Treasurer and Secretary and must be members of the club.

4.2. Any Officer may retire by giving two weeks' prior notice to the Secretary and also retire at the end of the *AGM* following a period of three years from the date of their appointment but shall be eligible for re-election at that meeting.

4.3. The President shall be entitled to attend all *Committee* meetings, (ex officio) but shall not be entitled to vote thereat.

4.4. The President shall chair the *AGM* and any *EGM*.

4.5. No Officer shall be directly related by blood or marriage to any other officer or employee of the club, unless authorised by an *Ordinary Resolution* at an *AGM* or *EGM*.

5. The Committee

5.1. The *Committee* shall consist of a maximum of fifteen members, plus the officers of the club. (Rule Amendment from Nine Members Made by Special Resolution at A.G.M. 14-11-2013)

5.2. Any member of the *Committee*, (not being an Officer) may retire by giving two weeks' notice to the secretary, Otherwise their appointment is of a period of three years.

5.3. Any casual vacancy on the *Committee*, or of any office including that of the Trustee or Auditor, arising between *AGM's*, or the appointment of an acting Chairman (in the absence of a Chairman), may be filled by a person appointed by an *Ordinary Resolution* of the *Committee* and such person shall hold office until the next *AGM* or *Committee* meeting as the case may be.

5.4. Any person, who fails to attend three consecutive meetings of the *committee* without giving a reason acceptable to it, shall cease automatically to be a member of the *Committee*.

5.5. The Management and affairs of the club, except those matters reserved under these Rules, shall be exercised by the clubs Officers and *Committee*.

5.6. The quorum of the *Committee* shall be four plus two Officers.

5.7. *Committee* Meetings shall be held not less than once in every month.

5.8. Not less than seven days' written, or oral notice shall be given by the Secretary or Chairman to members of the *Committee*, of every monthly meeting, but in an emergency, at the discretion of the Chairman and Secretary jointly, additional meetings may be called on not less than twenty four hours' notice.

5.9. Decisions at meetings of the *Committee* shall be made by *Ordinary Resolution*, and in the event or equality of voting, the Chairman (or acting Chairman of that meeting) shall have a casting vote.

5.10. The Secretary shall keep Minutes of each meeting, and shall record the names of those attending.

5.11. The *Committee* may pass an *Ordinary Resolution*, that any member or person (including but not limited to Officer and Trustees) may be awarded an honorarium or other gift for services to the club.

5.12. The *Committee* shall have power to close any part, or whole of the club's premises as seen fit at the time, or impose restrictions as to its use. As much notice as possible shall be given to members of any such restrictions.

5.13. Suspension:

5.13.1. No person who has been suspended from the club shall be entitled to be a member of the *Committee* for a period of five years from the date of their suspension, unless authorised by an *Ordinary Resolution* at an *AGM* or *EGM*.

5.13.2. Any person who shall be suspended from the club, who is already a *Committee* member, shall be deemed to have resigned from the *Committee* as from the date of suspension.

5.14. Subject to the approval of the *Committee*, and to any condition imposed under the licensing Act 1964 (or any statutory modification thereof), the main hall, kitchen and bar facilities may be used for private functions (weddings, parties, Etc.) by a non-member on not more than twelve occasions per year. Rule 12 in relation to signing in guests shall be suspended on such occasions.

5.15. Nominations for elections shall be made in writing on the prescribed nomination forms to be posted on the clubs notice board. All nominations must be properly proposed and seconded by members, but no candidate can be accepted unless he is a member. Nominations will close on the date to be determined by the *Committee*, and voting shall be by ballot or of show of hands, at the discretion of the *Committee*.

5.16. The Officers shall have the sole power within the club to employ or dismiss members of staff (including but not limited to Bar Manager, doorman and cleaner(s)), and to set their levels or remuneration and other terms of their employment.

6. The Trustees

6.1. There shall be a minimum of two Trustees of the club and a maximum of four Trustees of the club, who shall be appointed from time to time as necessary by the club in General Meetings, from among full or honorary life members who are willing to be appointed. A Trustee shall hold office during their lifetime or until they shall resign by notice in writing, giving to the *Committee* or until a *Special Resolution* removing them from office shall be passed at a General Meeting of the club.

6.2. All property of the club, including land and investments, shall be held by the Trustees for the time being in their names so far as is necessary and practicable for the use and benefit of the club. On the death, resignation or removal from office of a Trustee, the *Committee* shall take steps to procure the appointment by the club in a General Meeting, of a new trustee in their place as soon as possible thereafter, taking all lawful and practicable steps to procure the vesting of all club property in the names of the Trustees, as constituted after the said appointment.

6.3. The Trustees shall in all aspects act in regard to any property of the club held by them in accordance with the directions of the *Committee*, and shall have power to sell, lease, mortgage or pledge any club property for the purpose of raising, or borrowing money for the benefit of the club, in compliance with the *Committee's* directions. No purchaser, lessee, or mortgagee shall be concerned to enquire whether any such direction has been given.

7. General Meetings

7.1. Annual General Meetings

7.1.1. There shall be an *AGM* of the club at least once in every calendar year and fifteen months must not elapse without a General Meeting. No other business (save under this rule) other than that for which notice has been given, shall be brought forward at the meeting.

7.1.2. Members desirous of moving any resolution at an *AGM* shall give notice thereof in writing to the secretary, not less than twenty one days before the date of the meeting.

7.1.3. The business of the *AGM* shall be to:

7.1.3.1. To receive the Chairman's Report of the activities of the club during the preceding year.

7.1.3.2. To receive and consider the account of the club for the preceding year, and the *Auditor's* Report on the accounts, and the Treasurer's Report on the financial position of the club.

7.1.3.3. To receive the Secretary's Report on the administration of the club.

7.1.3.4. To elect Officers and members of the *Committee*.

7.1.3.5. To remove and elect the *Auditors*, and Trustees or to confirm that they remain in office.

7.1.3.6. To consider altering these rules (if so desired).

7.1.3.7. To fix subscription for the current year.

7.2. Extraordinary General Meetings

7.2.1. An *EGM* shall be convened by the secretary at any time, or upon receipt by him of a written request signed by 100 members, or by 10% of the membership of the club (whichever is the lesser).

7.3. In case of equality of voting, the Chairman of the meeting (who shall be President, or in his absence shall be a member elected for the occasion by the meeting before any other business is opened), shall have a casting vote.

7.4. The Secretary shall ensure minutes of the proceedings are taken at all General Meetings of the club.

7.5. Save in the case of these Rules expressly requiring a *Special Resolution*, decisions taken at General Meetings shall be made by *Ordinary Resolution*.

8. Subscriptions 8.1. The annual subscription shall be such a sum as the Committee from time to time determine and a full annual subscription shall be payable on grant of membership.

8.2. The annual subscription shall be payable on the 1st January in each year and shall be in respect to the whole or part of the year.

8.3. Following the AGM each year, the secretary shall post a notice in the club in the manner prescribed in Rule 15, stating the rate of the annual subscription.

8.4. All members shall have the right to vote at meetings of the club provided their annual subscriptions are fully paid up.

9. Accounts

9.1. The financial year shall end 31st March and the accounts of the club shall be duly audited by the *Auditor*, and presented for approval to the membership at the *AGM*

9.2. All moneys received by the club shall be paid into an account in the name of the club at Bankers appointed by the *Committee*, and cheques and other instruments drawn on, and directions to the Bankers, shall be signed by no less than two Officers.

10. Members Conduct

10.1. If the *Committee* considers that any member's conduct either at the club's premises, or when representing the club off the club's premises is contrary to the interests of the club, or injurious to its reputation, or if the member shall commit a serious criminal offence, the *Committee* may terminate by *Ordinary Resolution*, or suspend by *Ordinary Resolution* that person's membership.

10.2. Any person whose membership is terminated or suspended under the Rules shall be immediately excluded from the club's premises, and have no claim against the club, the *Committee* or any member thereof.

10.3. Any person whose membership is terminated or suspended under the Rules, shall have a right of appeal against his or her termination, or suspension, to the *Committee* whose decision shall be final and binding upon the member of the club.

11. Change of Address

Any member changing his address shall within fourteen days give notice to the Secretary of his new address. Nevertheless it shall not be necessary to send any notice intended for members generally by post, or otherwise provided that such notices are exhibited as required under Rule 15.

12. Guests

12.1. Members of visiting teams and their bona fide guests shall be entitled to use all the facilities of the club, but only on the occasion of their sporting visit.

12.2. No person whose membership has been terminated, or suspended under these Rules may be introduced as a guest or temporary member.

12.3. Members may personally introduce two friends as their guests who shall be required to sign the visitor's book for that purpose, and pay the appropriate fee as fixed by the *Committee* from time to time. The members shall be personally responsible for the conduct of the guests. No guests shall be admitted to the club's premises more than twice in any calendar month.

12.4. Members' children under the age of eighteen years may be admitted to the club's premises if accompanied by, and under the control of, a parent or member who shall be personally responsible for the conduct of the child.

12.5. With approval of the *Committee* a member may sign in more than the number of guests allowed under Rule 12.3, on the occasion of a wedding or party in which the member is personally involved.

13. Supply of Intoxicating Liquor

13.1. The sale of intoxicating liquor will be permitted in the club's premises during the following hours unless extensions are granted by the Licensing Justices. Monday to Friday 11.00hrs to 14.30hrs and, 19.00hrs to 23.00hrs. Saturday 11.00hrs to 23.00hrs. Sunday 12.00hrs to 22.30hrs.

13.2. The *Committee* shall decide hours of opening within the permitted times specified in Rule 13.1.

13.3. Subject to any conditions attaching to the Justices' Licence for the club premises, intoxicating liquor may be sold or supplied to members and their guests for consumption on the club's premises. Both members and their guests shall pay the appropriate charges as fixed by the *Committee*. Intoxicating liquor may not be sold to guests for consumption off the premises. "**Guests**" shall include members of properly constituted teams playing in matches on the club premises, and their bona fide guests, and any persons admitted under Rule 12.5 and those admitted under Rule 5.14.

13.4. No intoxicating liquor will be supplied to or consumed by any person under the age of eighteen years. Should any person under the age of eighteen years be found in possession of intoxicating liquor, then that person and any other person who supplied the intoxicating liquor will be required to leave the club's premises immediately, and should such persons be members of the club, the *Committee* shall suspend or terminate their membership in their sole discretion.

13.5. The Justices' Licence for the club shall be held by the secretary, and the Bar Manager who shall jointly be responsible to the *Committee* for the efficient running of the bar.

14. Personal Profit

14.1. All monies received by, or on behalf of the club, or received from the sale or supply of intoxicating liquor, and other goods, shall be applied solely in furtherance of the objects of the club.

14.2. No member shall make a profit or obtain any pecuniary advantage or benefit from any activity within the club, without prior written authority of the *Committee*.

15. Notices

15.1. All notices shall be posted by being fixed in a prominent position on the club's premises, and it shall be the duty of the secretary to ensure that any such notice remains so exhibited throughout any period required in that behalf by, or under the Rules.

15.2. Notice of the day and time of the General Meeting of the club shall be posted at least twenty eight days in the case of the *AGM*, and fourteen days in the case of an *EGM*, before the day appointed for such meeting, provided that these periods may be abridged at the discretion of the *Committee*, if the urgency of the business to be discussed in their opinion so requires.

16. Alteration in Rules

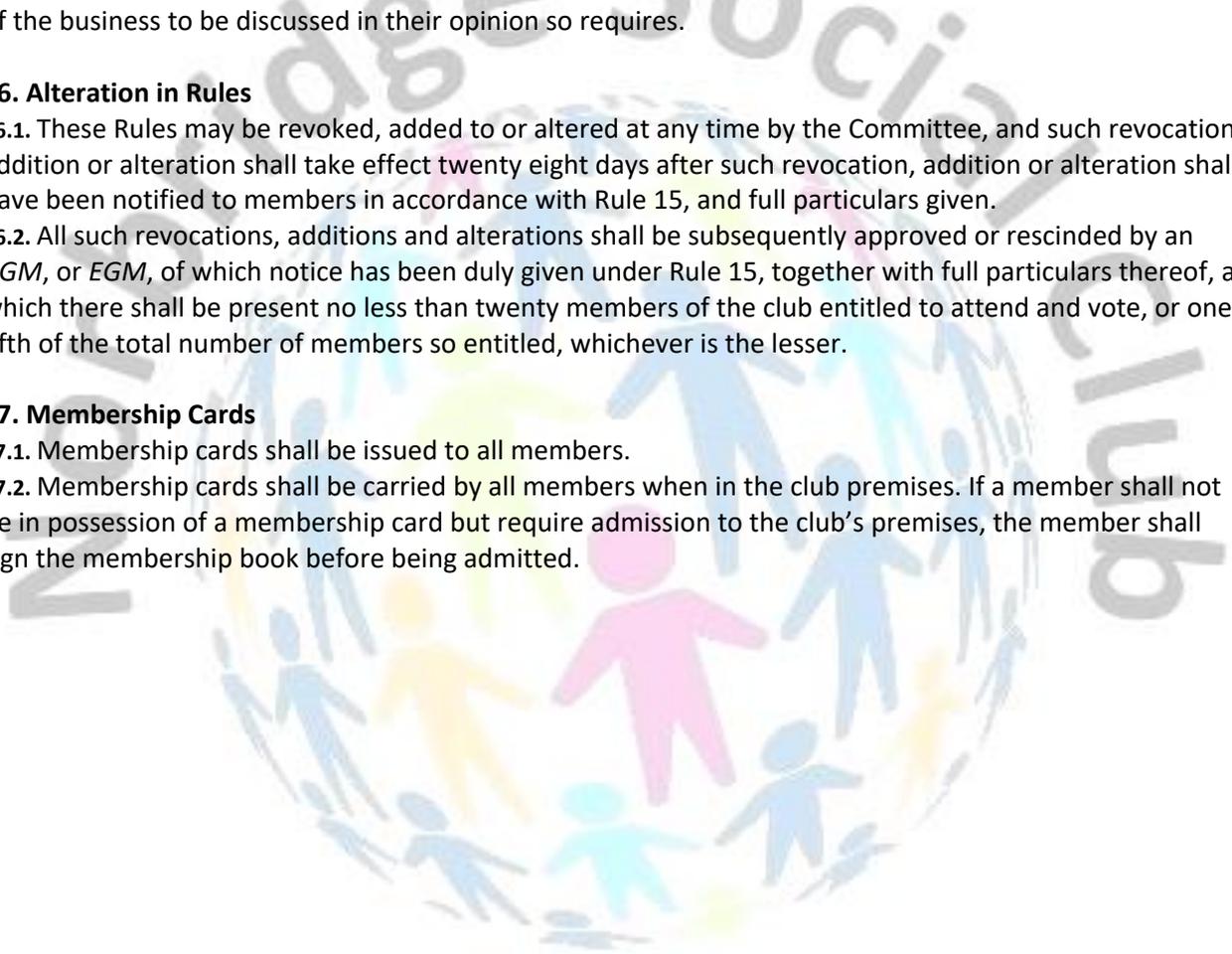
16.1. These Rules may be revoked, added to or altered at any time by the *Committee*, and such revocation, addition or alteration shall take effect twenty eight days after such revocation, addition or alteration shall have been notified to members in accordance with Rule 15, and full particulars given.

16.2. All such revocations, additions and alterations shall be subsequently approved or rescinded by an *AGM*, or *EGM*, of which notice has been duly given under Rule 15, together with full particulars thereof, at which there shall be present no less than twenty members of the club entitled to attend and vote, or one fifth of the total number of members so entitled, whichever is the lesser.

17. Membership Cards

17.1. Membership cards shall be issued to all members.

17.2. Membership cards shall be carried by all members when in the club premises. If a member shall not be in possession of a membership card but require admission to the club's premises, the member shall sign the membership book before being admitted.



18. Dissolution

18.1. If the number of full members of the club shall at any time fall below ten or if at any time the club shall pass in General Meeting by *Special Resolution* (in this Rule called the First Resolution), of its intention to dissolve, the *Committee* or failing them the Trustees, shall take immediate steps to convert into money all the property of the club, with the power however to postpone or delay the conversion of any particular property, if the club in a General Meeting shall so authorise. Out of the proceeds of conversion, the *Committee* or failing them the Trustees, shall discharge all debts and liabilities of the club, including expenses of such conversion, and any balance remaining in their hands shall be disposed of by them as the club in General Meeting shall resolve, and thereupon shall the club for all purposes be dissolved. Provided that if the club shall not within six months after the date of the First Resolution resolve upon the disposition of any such balance, the same shall be divided equally between all persons who were members of the club at the First Resolution.

18.2. A copy of the notice convening any General Meeting under this Rule, shall be sent by the post to every member at his or her address last notified to the secretary under Rule 11, not less than fourteen days before the date appointed for the meeting, but any accidental omission to send such copy, or the non-receipt of the same, shall not invalidate any proceedings or resolution.

19. Indemnity

The Trustees, and Officers, and members of the *Committee* shall not be liable (otherwise than as members) for any loss suffered by the club as a result of the discharge of their respective duties on its behalf, except such loss arises from their respective wilful default, and they shall be entitled to an indemnity out of assets of the club for all expenses, and other liabilities incurred by them in the discharge of their respective duties.

